PeopleSoft Labor Distribution Year End Instructions
Two Periods Opened; June / July

Between 07/01/05 and 07/15/05 both the months of June (Period 12 of 2005) and July (Period 1 of 2006) will be open for transactions.

During this time frame the accounting method will need to be considered in determining how transactions should be processed and to what period they should be posted:

❖ Labor should be recorded in the period the work occurred. The correct period can usually be determined by the pay end date. A semi-monthly payroll with a pay end date of 06/30/2005 should be recorded in June. A semi-monthly payroll with a pay end date of 07/15/2005 should be recorded in July.

❖ If a payroll crosses months (periods), then the payroll should be recorded in the second period because payroll cannot be split between periods in the Labor module. A weekly hourly payroll might have a pay end date of 07/03/2005. The payroll should be recorded in July.

❖ If a payroll is on a long lag, such as a June monthly payroll on a month lag, it may not be released until after June is closed. As such, a GL entry should be made to accrue the Labor in June. Then another GL entry will be made in July to reverse the entries made when payroll was released.

How to properly record a transaction during this time frame:

❖ Labor always post to the first open period when it is released. When both June and July are open, all Labor released will post in the June period.

❖ To post June Labor in June, release of that Labor should be requested BEFORE June closes on 07/15/2005.

❖ To post July Labor, release of that payroll should be requested AFTER June closes on 07/15/2005. Once June closes, July becomes the first open period. Then and only then will Labor post to July. Any payroll released before June closes will be posted to June.

Sample Transactions

June semi-monthly no lag payroll
Request FS staff to release payroll BEFORE 07/15/2005 to ensure posting in June period.

June semi-monthly lag payroll
Request FS staff to release payroll BEFORE 07/15/2005 to ensure posting in June period.

June monthly payroll with month lag
Create GL entries to accrue payroll expenses in June. Payroll will be released after June has closed. When this occurs, then create GL entries to offset the payroll expenses in the new year.

July semi-monthly no lag payroll
Request FS staff to release payroll AFTER 07/15/2005 to ensure posting in July period.

Weekly hourly payroll with time in both June and July
Request FS staff to release payroll AFTER 07/15/2005 to ensure posting in July period.